LAUC-Irvine (LAUC-I)
2007-2008 Annual Report

1. **Office/LAUC-I Executive Board Members:**
   Chair: Linda Murphy
   Vice-Chair/Chair-Elect: Mitchell Brown
   Secretary: Holly Tomren
   Immediate Past-Chair: Yvonne Wilson
   Member-at-Large: Kristin Andrews & Dana Peterman
   Standing Committee Chairs: Pauline Manaka (ALC), Christina Woo (LRC), John Novak (PC), Judy Bube (PDC) and Julia Gelfand (2008 LAUC Spring Assembly Planning Committee).

2. **Standing Charge:**
   Represent LAUC-I in its communications with the University Librarian and library administration, and the campus administration and community.
   b. Determine the will of the membership and act in accordance with that will.
   c. Expedite LAUC-I business in a manner consistent with the best interests of the membership.
   d. Bring to the attention of the membership and the Executive Board any matters which require a LAUC-I response or which may be of concern to LAUC-I.
   e. Report to the membership regularly.
   f. Preside over meetings of the membership and of the Executive Board.
   g. Create ad hoc committees upon the advice and consent of the Executive Board.
   h. Participate in a non-voting capacity in the deliberations of any committee, except the Library Review Committee, the Nominating- Elections Committee or other committees as may be specified. Any committee may invite the Chair to attend any of its meetings.
   i. Provide annual charges to the LAUC-I standing committees by October 1st.
   j. Prepares and distributes agendas for the Executive Board and General Membership meetings with the advice of the Executive Board.
   k. Nominate or appoint LAUC-I representatives to LAUC Committees, with the advice and consent of the Executive Board.
   l. Serve as a member of the Executive Board of LAUC and report back to LAUC-I on all Executive Board decisions and deliberations and perform the duties specified in the LAUC Bylaws Article VI, Section 3.b.1) a) and b).
   m. Serve as a delegate to the statewide Assembly of LAUC.
   n. Designate alternate delegates to the LAUC Assemblies from the LAUC-I Executive Board in the event that the regular delegates cannot attend.
   o. Prepare an annual report of the activities of LAUC-I to be presented to the members prior to 31 August each year.

p. Serve as liaison with the Library Employees Association and/or other staff groups.

3. **Key Accomplishments (coordinate with charges above):**
LAUC-I had a busy and productive year; highlights of 2007-2008 include:
Organizational Reorganization and Communication
- Updated and fixed all the broken links and technical difficulty on the Librarians@uci web site: http://lauci.lib.uci.edu/recruit/. The last updated was done in 2004.
  - Updated and brought back the Greeting page University Librarian Gerry Munoff < http://lauci.lib.uci.edu/recruit/munoffltr.html> from the "Welcome to Librarian @ UCI" web site.
  - Updated and maintained the latest list of LAUC-I membership and their job titles from the Directory of UCI Librarians < http://lauci.lib.uci.edu/recruit/libdir.html>. The updated librarian list is provided by the Academic Personnel Coordinator, Kathryn Kjaer when there is a new hire. The librarian lists are archived in the "T drive" < T:\LAUC-I\LAUC-I Members List\2008>.
  - Nearly all of the faculty profiles were completed with links from the Directory of the UCI Librarians.
- Reduced the monthly Lunch with LAUC-I programs to about every two month instead of once a month.
- The Academic Librarianship Committee's (ALC) charge was revised to reflect review the Guidelines for Librarians' Annual Plan document.
- The Librarian Review Committee (LRC) and Library Human Resource (LHR) conferred on the mundane procedures that describe the day-to-day work the LRC does.
- Assisted the Chair of LAUC to draft a letter of response to the initial UC proposal. The response was sent on Dec. 12, 2007 to the President of UC Regents, all the UC Chancellors and ULs. LAUC-I also sent a copy to the Executive Vice Chancellor, Gottfredson the next day.
- The LAUC-I holiday donation collected $500 for the Libri Foundation.
- Two budget proposals were submitted to the UL to subsidized the LAUC-I Spring Assembly expenses:
  - $600 was approved to hire two professional sign language interpreters to provide service at the Assembly.
  - $1,800 was allocated from the LAUC-I General Fund to help pay for the Assembly. At the end, only $1,300 was taken out from the fund to pay for the expenses.

Career Recruitment and Outreach Programs
- ALC actively participated in the UCI Career Center Graduate Fair in Oct 2007 and Mar 2008.
  - Organized a group of volunteer librarians to staff the table to promote librarianship as a career.

- o Organized and hosted a Library School Information Panel in LL on 11/2/07. The event was a great success with a great turn out and was well received by the attendees.
- Promoted librarianship as a career at the end-of-year picnic for graduating students. ALC had a table at the student picnic on May 14, distributing flyers and packets about library school and librarianship as a career to graduating seniors who worked in the library.
- The CROP draft brochure was updated and redesigned by ALC.

Professional Development:
- **Faculty profiles for librarians**
  - o A step by step instruction for creating librarian professional profiles was developed and is available on the LAUC-I web site < http://lauci.lib.uci.edu/0708/CreatingProfiles.pdf>
  - o The Professional Development Committee (PDC) and ALC worked together to update and maintain the "Librarians@UCI" website. The committees offered three workshop sessions on March 5-7 helping librarians to create their own faculty profiles and setup direct links from the "Directory of UCI Librarians <http://lauci.lib.uci.edu/recruit/libdir.html>.
- **2008 Spring Assembly**
  - o The event was held at the Bren Center. $1,800 was allocated from the LAUC-I General fund to help pay for the LAUC 2008 Spring Assembly. Total cost to host the Assembly was less than projected. With the reduction in costs by half of facilities rental and less registration than originally expected. At the end, only $1,267.81 was taken from the LAUC-I General fund.
  - o With the additional funding from LAUC-I, we were able to offer free lunch to the attendees. The event was a great success with 17 UCI librarians and staff volunteers. Approximately100 LAUC members from various campuses attended the Assembly and the event was well received by the attendees.
- The Librarian's Kudos Award was implemented in the library-wide event with the staff Kudos award and the years of service to the libraries recognitions. The ceremony with reception was held on 23 of July, 2008.
- The Program Committee planned and hosted **five** Lunch with LAUC-I programs this year including:
  - o *LAUC Grants Discussion* December 13, 2007.
  - o *Lunch with LAUC-I Book Club (*hosted a discussion of the book *Everything Is Miscellaneous: The Power of the New Digital Disorder* by David Weinberger) – March 19, 2008
  - o *ACRL webcast: Coming of Age Online: Observing Students Researchers in Their Native Habitat – June 10, 2008*
  - o *the LAUC-I Orientation for ALA on June 24*
  - o *UCI Librarians Participation in Professional Activities* – July 29, 2008
- Two LAUC grant proposals were submitted from Irvine, one by Ying Zhang titled "Verification of a Holistic Digital Library Evaluation" and one by Rebecca Imamoto titled "Libraries in the Japanese American Internment Camps." Only Rebecca Imamoto's proposal was awarded.

- The 2009 ALA Annual Conference will be held July 9-15, 2009, which falls outside the 2008-2009 fiscal year. Library Council will consider a proposal to change the professional development reporting year to August 1-July 31. This will address not just this coming year, but will also allow more time to file for reimbursement for future ALA Annual Conferences. The money will still be allocated for the same fiscal year, but the reporting will be adjusted.

Pending Issues include:
- **ALC**
  - Delay the review of the Guidelines for Librarians' Annual Plan document until 2008-2009 due to LAUC-I's busy year.
  - Work with Kathryn Kjaer on the Librarians' Annual Plan FAQs, which is to be reviewed by the committee annually.
  - Rename the CROP brochure.
  - Finalized the draft version of the CROP brochure. Need to know the status of the draft CROP brochure and what happens to the link http://staff.lib.uci.edu/crop.html ?

- **Program Committee:**
  - Review and update the "LAUC-I Program Series" document, last updated 14 January 2004. It should be updated to reflect Timely topics.
  - Archive program notes, presentation on summaries from Lunch with LAUC-I and Timely Topics for later use.
  - Work with Aimee Loya to develop complementary programs with Human Resources. She has been helpful in the creation of evaluations for the committee.
  - Work with the Business Office on procedures for submitting professional development and reimbursement forms.

- **Professional Development Committee:**
  - Proposal to create a UCI Libraries "instance" on UC eScholarship Repository to showcase and facilitate open access to UCI librarians' peer-reviewed research. Lorelei is the UC eScholarship Repository liaison for our campus. She recently found out that UCSD has created an eScholarship instance for the UCSD libraries, working through the LAUC-SD professional development committee. Such an instance at UCI could highlight the work of librarians, as well as give us more practice and improve our ability to promote the eScholarship Repository to faculty. UCSD instance:
    - http://repositories.cdlib.org/ucsd_libraries/
    - http://repositories.cdlib.org/escholarship/ucsd.html [listed under "The University Libraries"]
    - UCSD guidelines for their librarians: http://orpheus.ucsd.edu/eScholarship/guidelines.html
    - UCSD author agreement:
    - http://orpheus.ucsd.edu/eScholarship/author_agreement1.pdf

- o To join we would simply fill out the eScholarship Repository questionnaire and Gerry would need to sign off on the CDL-ORU Agreement. See http://repositories.cdlib.org/escholarship/join.html
- o You will note in the guidelines that UCSD took a centralized approach, where a "team" reviews the research before it is uploaded, and it looks like someone is designated to do the uploading. But of course, UCI could take a different more decentralized approach.
- o Needs to get back to Lorelei on this.

- **Librarian Review Committee**
  - Incoming Chair Jackie Dooley has resigned from the Libraries, effective November 1, 2008. She will remain on the LRC as a member October 31, 2008. Dan Tsang will become the 08-09 LRC chair on September 1, 2008. The 2008-09 LAUC-I Executive Board will appoint someone to serve the rest of Jackie's term, which ends on August 30, 2009.
  - The mundane procedures, which are not confidential, will be kept on the LAUC-I home page for all to read. Future LRCs, in consultation with the LAUC-I EB and LHR, will update and edit these guidelines as needed.

- **Librarians @ UCI Libraries web site**
  - o The content ownership for various pages will have to be decided to determine who will have editing access. For example, HR may prefer to maintain the Orange County page. Other pages may be divided between the ALC and PDC as appropriate.

- **LAUC-I Budget**
  - o A proposal to use the LAUC-I General Fund to pay for the LAUC-I New Librarian Orientation Lunch was submitted it to Katherine Gallardo, the Director of Finance and Human Resources on August 21st. She will determine if it can be done within University policy, and if so, what the procedures would be. As of today (August 26, 2008), The Chair has not yet heard back or acknowledge the received of the email proposal.
  - o Hire a student assistant to help with updating and maintaining the LAUC-I web site.

- **Academic Senate Committee:**
  - o "LAUC-I Representatives on UCI Academic Senate Committees document" is out of date (last updated in 2003) – Since the last update, some committees have been added, deleted, merged, etc. It needs to be checked against our roster. A charge was developed in 2007-2008 and an Ad Hoc Chair was appointed. Unfortunately the Ad Hoc committee was never formed or met.

- **LAUC related business**
  - o Bylaws Revision is still waiting for UCOP confirmation of approval.
  - o The mini grant proposal is still waiting for UCOP confirmation of approval.

4. **Recommendations for the Coming Year**:
   - Create an ad hoc appointment for a LAUC-I web editor. Having a designated web editor other than the Secretary was also a recommendation made by the Dreamweaver committee in 2006-07. This person would be responsible for maintaining web page content, but not for redesign. The redesign should take

place before making this appointment. A description of the skills and responsibilities of this position would need to be developed.

- Archive previous Nominating Election ballots as it relates to the LAUC-I records. For example, the 2004 ballot, including candidate statements, was archived on the LAUC-I website.
- Reach out to the Law School's new Dean of Library and Information Services and encourage for LAUC involvement. The UL will host a reception for library staff to meet Beatrice Tice, the Dean of Law Library and Information Services. The UL encourages LAUC-I to be informed by what other campuses with law libraries do in terms of LAUC involvement, but not be bound by what they do. On some campuses the law school is very distinct and separate, but UCI has deliberately pursued a more integrated, collaborative, inclusive model. The UL's perspective is that LAUC-I can invite whomever we want to participate however we define, and the more the better.
- The LRC and LHR conferred on ways to increase participation in candidate interview meetings and presentations. LHR will continue to instruct search committee chairs to encourage participation at the candidate presentations when they email announcements of those open meetings. LHR will also continue to send out periodic email thanking staff for participating in those meetings. *LHR suggested that when interviews are announced, LAUC-I will also send a brief email reminder to encourage participation. The LAUC-I EB proposed that at one LAUC-I General Membership meeting each year the LRC lead a discussion of value of comments submitted about interview candidates*.

5. Documents Archived on LAUC-I T drive (agendas, minutes, other):
   - All 2007-2008 documents are archived on the LAUC-I 2007-2008 T drive folder: <T:\LAUC-I\2007-2008>. Most documents and reports are also archived on the LAUC-I Web site < http://lauci.lib.uci.edu/0708/0708archive.html>.
     o General membership meeting agendas and minutes: < T:\LAUC-I\2007-2008\0708 General Membership Agenda & Minutes>
     o Quarterly & Annual Reports from LAUC-I Standing Committees and the Academic Senate Committees: <T:\LAUC-I\2007-2008\0708 Quarterly & Annual Reports>
     o Calendar < T:\LAUC-I\2007-2008\Calendar>
     o LAUC-I Standing Committees and the Academic Senate Committees < T:\LAUC-I\2007-2008\Committees>
     o Executive Board meeting agendas and minutes < T:\LAUC-I\2007-2008\Executive Board>
     o Executive Board with Library Executive Council meetings agendas and minutes < T:\LAUC-I\2007-2008\Executive Board with Executive Council>.
     o Transition Meeting < T:\LAUC-I\2007-2008\transition meetings>

Submitted by: _Linda S. Murphy_   Date: _September 03, 2008_